

# You



and

**Quarles & Brady** LLP  
(Naples)

Quarles & Brady is proud to have so many dedicated and hard working individuals contributing to our success. In return, we offer a comprehensive compensation and benefits package and great programs that bring balance to busy lives. We care and want our employees to succeed both personally and professionally.

## Compensation

Q&B's pay is competitive in the marketplace and based on education, years of experience, performance and the position's level of responsibility. Associates, paralegals and salaried administrative staff are eligible for bonus programs. All positions are evaluated at least annually.

## Benefits

Q&B has designed a comprehensive benefit package to supplement compensation and provide a safety net for employees and their families:

### Group Insurance and Other Benefits

- Comprehensive health, vision and dental insurance
- Life Insurance
- Long Term Disability Insurance
- Retirement Plan and 401(k)
- Employee Assistance Program
- Pre-tax programs for dependent care, medical reimbursement and parking/transit expenses
- Most coverage, including health insurance, effective first day of work

### Supplemental Insurance

- Supplemental Life Insurance
- Supplemental Income Protection
- Long Term Care Insurance

### Paid Time-Off

- Paid vacation, sick, personal and holiday time
- Non-exempt sick time can be used for sick family members
- Non-exempt time off can be scheduled in quarter-hour increments to give employees the flexibility to meet personal needs
- Family leave for new parents
- Paid time off for funerals and jury duty

## Performance and Recognition

Recognition programs vary by position but include anniversary gifts, gift certificates and attendance awards for staff, employee referral awards for associates and staff, and bonus programs for associates and paralegals.

## Professional Development

Q&B offers numerous opportunities to enhance skills and competencies including:

### Professional Development

- Quarles & Brady University - professional development programs
- Health & Wellness classes
- Extensive Law Library and Online Resources
- Resource Library
- Seminars
- Department/Practice Group Programs
- Side-by-Side Training
- Mentoring Program
- CLE opportunities

### Technology Training

- Comprehensive new hire training
- Hands-on group programs
- Personal one-on-one training
- IT Help Desk
- Lexis and Westlaw training

## Work Life

### Workplace Flexibility

- Part-time / reduced hour work schedules
- Job sharing / flexible scheduling
- Attorneys and salaried administrative staff have remote network access
- Flexibility to attend school programs and sporting events

## Work Life (Continued)

### Workplace Culture

- Respectful and professional environment
- Diverse multi-generational workforce
- Mentally stimulating and exciting work
- Strong technological capabilities
- Comprehensive training and mentoring
- Professionals dedicated to diversity and community outreach

### Health and Well Being

- Employee Assistance Program - confidential support and resources for a wide range of issues including: parenting, adoption, eldercare, stress, depression, financial planning and budgeting
- Comprehensive Wellness Program thru [www.QBLivingWell.com](http://www.QBLivingWell.com)
- Health Club Reimbursement Program
- Healthy Living Reimbursement Program
- Automatic defibrillators (AED)

### Caring for Dependents

- The ability to insure family members at a reasonable cost
- Domestic partner benefits; same sex and opposite sex
- Dependent Care Plan to pay child care or adult care expenses on a pre-tax basis
- Child care and eldercare referrals (EAP)
- Backup Care Program for infants through the elderly.
- Adoption Information Service (EAP)
- Long term care insurance
- Time off to care for a seriously ill spouse, child or parent
- New parent packets for expectant parents

### Financial Support

- Earn discounts on health insurance through wellness program
- Comprehensive Retirement and 401(k) plan
- 529 College Savings Programs
- Free financial consultation (EAP) and investment advice (Vanguard)
- GM vehicle and Dell computer discounts

WE CARE & WANT YOU TO SUCCEED